DUTY STATEMENT

Classification:	Position No.:	
Energy Commission Specialist III (TED)	550-4186-006	
CBID:	Office/Unit:	
R10	Renewable Energy	
Date Prepared:	Division:	
May 12, 2009	Efficiency and Renewable Energy	
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL		

The Energy Commission Specialist III (TED) is under the general direction of the Office Manager in the Efficiency and Renewable Energy Division's Renewable Energy Office. The incumbent performs as the highest technical lead for the office and leads office activities in the absence of the Office Manager II. While demonstrating the broadest technical expertise in a variety of renewable subject matter areas, the Specialist III will focus their efforts in the areas of renewable portfolio standard, greenhouse gas emission reductions, renewable energy cap and trade, and renewable energy credit tracking. The Specialist III will be responsible for directing and performing technical and policy analyses on the activities identified above and will provide expert consultation and testimony in a broad range of policy and technical areas affecting these renewable activities.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES

- 50% Serve as the Energy Commission's highest technical expert on renewable energy for the following activities: renewable portfolio standard, greenhouse gas emission reductions, renewable energy cap and trade, and renewable energy credit tracking. As the technical expert, the incumbent will deal with the most complex and sensitive issues requiring substantial interaction with policy-level staff at state, local and federal agencies, private renewable industry participants and organizations, and financial and marketing institutions. Formulate recommendations for the State's long-term renewable technology policy for consideration by the Deputy Director, Executive Director, and Energy Commissioners. (E)
- 30% Serve as the highest technical consultant for renewable portfolio standard, greenhouse gas emission reductions, renewable energy cap and trade, and renewable energy credit tracking to develop, plan, and implement program goals and objectives; provide technical oversight and direction to address a broad range of financial, policy, and

functional Program issues that could adversely impact the successful implementation and operation of the Program; and identify and provide recommendations to the Deputy Director, Executive Director, and Energy Commissioners regarding implementation measures that respond to changing Program constraints. (E)

- 10% Serve as lead technical consultant for developing, planning and implementing Integrated Energy Policy Report (IEPR) analyses and recommendations as it relates to the renewable portfolio standard, greenhouse gas emission reductions, and renewable energy cap and trade. Primary point of contact when briefing policy committee, executive staff, control agencies and legislative staff on IEPR renewable portfolio standard, greenhouse gas emission reductions, and renewable energy cap and trade activities and related issues. (E)
- 5% Prepare and make presentations at workshops and conferences, and provide expert technical and policy testimony at hearings and proceedings sponsored by the Energy Commission, and other state and federal agencies. (E)
- Perform other duties as required consistent with the specifications of this classification. (M)

I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION.			
Signatures			
Date Energy Commission Specialist III (TED)	ANTONIO GONÇALVES Office Manager II	Date	